UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

For: State and County Offices

APSS Software in County Release No. 412 for Recording
Dairy Market Loss Assistance (DMLA) Program Overpayments and Underpayments

Approved by: Deputy Administrator, Farm Programs

1 Overview

A
Background

County Release No. 409-S provided APSS software for processing DMLA payments. Automation instructions for processing DMLA payments were provided in Notice PS-313.

B
Purpose

County Release No. 412 provides APSS software for processing DMLA Program payment corrections for:

- overpayments
- underpayments.

This notice provides automation instructions for those processes.

Disposal Date	Distribution
December 1, 1999	State Offices; States Offices relay to County Offices

2   Accessing DMLA Processing Menu

A
Accessing DMLA   County Offices shall take the following actions to access the DMLA Processing
Processing Menu   Menu.

Step	Action	Result
1	On Application Selection Menu FAX07001: • ENTER "13", "Price Support" • PRESS "Enter".	Price Support Main Menu PCA005 will be displayed.
2	On Menu PCA005: • ENTER "10", "Perform Special Functions" • PRESS "Enter".	Special Price Support Functions Processing Menu PCA000 will be displayed.
3	On Menu PCA000: • ENTER "2", "Perform Dairy Market Loss Assistance (DMLA) Processing Functions" • PRESS "Enter".	DMLA Processing Menu PMA000 will be displayed.

2   Accessing DMLA Processing Menu (Continued)

**B
DMLA
Processing
Menu PMA000**

This is an example of DMLA Processing Menu PMA000.

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COMMAND                                              PMA000
DAIRY MARKET LOSS ASSISTANCE PROGRAM - PROCESSING MENU
-------------------------------------------------------------------------------------------------------
     1.  Entering and Storing DMLA Application Data
     2.  Delete a DMLA Application Before Upload
     3.  Issuing DMLA Payments
     4.  Canceling DMLA Payables
     5.  Recording DMLA Overpayments/Underpayments
     6.  Print Stored DMLA Application Data
     7.  Print Stored DMLA Payment Data
     8.  Issue Canceled/Failed DMLA Payments
     9.  Flag Refused Payments

    21.  Return To Application Selection Menu
    22.  Return to Office Selection Menu
    23.  Return to Primary Selection Menu
    24.  Sign Off

Enter option and press the "Enter" key
Cmd3=Previous Menu
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Installation of County Release No. 412 activates option "5", "Recording DMLA Overpayments/Underpayments".

After DMLA payments have been issued, user can use option "5" to change DMLA:

- producer **shares** according to paragraph 3
- **production**, which when:

  - **decreased** creates a receivable according to paragraph 4
  - **increased** results in an additional disbursement according to paragraph 5.

3   Changing DMLA Payment Shares

A
Changing
DMLA Shares

To change DMLA **shares** for payments that have been issued, ENTER "5", "Recording DMLA Overpayments/Underpayments", and PRESS "Enter" on DMLA Menu PMA000. Screen PMA31000 will be displayed.

Follow this table to **change DMLA shares**.

Step	Action	Result
1	On Screen PMA31000: • ENTER the "DMLA Number" of the application for which the shares are to be changed • PRESS "Enter".	Screen PMA31500 will be displayed.
2	On Screen PMA31500: • Select the desired producer "Seq Num" • PRESS "Enter".	Screen PMA31010 will be displayed.
3	On Screen PMA31010: • ENTER, as applicable, "Y" or "N" to the question, "Is this the correct producer?" • PRESS "Enter".	If the answer is: • "Y", Screen PMA61000 will be displayed and show the original applications: • Calendar Year • Production in Whole Pounds • "N", Screen PMA31000 will be redisplayed; go back to Step 1 .
4	On Screen PMA61000...	
	• PRESS "Enter" .	The system-calculated maximum eligible "cwt." is displayed on Screen PMA61000.
	• PRESS "Enter".	Screen PMA61005 will be displayed and: • show the original application's payment summary, including: • Allowable Production in "Cwt." • Payment Rate • Payment Amount • display the statement, "Press "Enter" to modify this DMLA application."

3   Changing DMLA Payment Shares (Continued)

A
Changing
DMLA Shares
(Continued)

Step	Action	Result
5	On Screen PMA61005, PRESS "Enter".	Screen PMA12500 will be displayed and allow the user to, "Enter each producer's share in this DMLA as a whole percentage."
6	On Screen PMA12500, as applicable: • ENTER applicable percentages for each producer • PRESS "Enter".	Screen PMA97000 will be displayed with the statement, "DMLA procedure to print forms and reports has started", and allow the user to ENTER: • printer ID to be used • number of copies to print.
7	On Screen PMA97000, PRESS "Enter" to continue.	• DMLA Payment Statement will be printed. • Screen PCE99910 will be displayed and allow for reprinting payment statements.
8	On Screen PCE99910: • if payment statements print successfully, ENTER "N" • PRESS "Enter".	Screen ANK55000 will be displayed with the statements: • "You have requested changes which will result in additional payments for some recipients while creating receivables for others." • upon pressing ENTER, you will be prompted for: • offsets information • basis of debt text • printer ID for CCC-184's • the message, "**Do not cancel this job. Complete processing and contact your State Specialist or National Help Desk if additional assistance is needed.** "
9	On Screen ANK55000, PRESS "Enter" to continue.	Screen AQK15201 will be displayed and show basis of debt correction code "10412".

3   Changing DMLA Payment Shares (Continued)

A
Changing
DMLA Shares
(Continued)

Step	Action	Result
10	On Screen AQK15201: • ENTER basis of debt text • PRESS "Enter".	Screen AQKPRT01 will be displayed for initial notification letters and allow users to enter: • printer ID to be used • number of copies to print.
11	On Screen AQKPRT01, PRESS "Enter" to continue.	• Initial Debt Notification Letter will be printed. • Screen AQK01401 will be displayed and ask if the notification letter printed successfully.
12	When notification letters print successfully: • ENTER "Y" on Screen AQK01401 • PRESS "Enter".	Screen AQKPRT01 will be displayed for receivable transaction verification reports and allow users to enter: • printer ID to be used • number of copies to print.
13	On Screen AQKPRT01, PRESS "Enter" to continue.	• Receivable Establishment Verification Report will be printed. • Screen AQKCFM01 will be displayed and ask if the report printed successfully.
14	When receivable reports print successfully: • ENTER "Y" on Screen AQKCFM01 • PRESS "Enter".	Processing will continue according to NAM flag settings.

4   Decreasing DMLA Payment Production and Creating Receivable

A
Decreasing DMLA
Production

To **decrease** DMLA production for payments that have been issued, ENTER "5", "Recording DMLA Overpayments/Underpayments", and PRESS "Enter" on DMLA Menu PMA000. Screen PMA31000 will be displayed.

Follow this table to decrease DMLA production and **create a receivable**.

Step	Action	Result
1	On Screen PMA31000: • ENTER the "DMLA Number" of the application for which the production is to be decreased • PRESS "Enter".	Screen PMA31500 will be displayed.
2	On Screen PMA31500: • Select the desired producer "Seq Num" • PRESS "Enter".	Screen PMA31010 will be displayed.
3	On Screen PMA31010: • ENTER, as applicable, "Y" or "N" to the question, "Is this the correct producer?" • PRESS "Enter".	If the answer is: • "Y", Screen PMA61000 will be displayed and show the original applications: • Calendar Year • Production in Whole Pounds • "N", Screen PMA31000 will be redisplayed; go back to Step 1 .
4	On Screen PMA61000: • ENTER the **decreased** production quantity in whole pounds • PRESS "Enter".	Screen PMA61000 will display the: • **decreased** production in whole pounds • system-calculated eligible "Cwt."
5	On Screen PMA61000, PRESS "Enter".	PMA61005 will be displayed and: • show the **decreased** production's payment summary, including: • Allowable Production in "Cwt." • Payment Rate • Recalculated Payment Amount • display the statement, "Press "Enter" to modify this DMLA application."

4   Decreasing DMLA Payment Production and Creating Receivable (Continued)

A
Decreasing
DMLA
Production
(Continued)

Step	Action	Result
6	On Screen PMA61005, PRESS "Enter".	Screen PMA12500 will be displayed and show each producer's share as a whole percentage.
7	On Screen PMA12500, PRESS "Enter".	Screen PMA97000 will be displayed with the statement, "DMLA procedure to print forms and reports has started", and allow the user to ENTER: • printer ID to be used • number of copies to print.
8	On Screen PMA97000, PRESS "Enter" to continue.	• DMLA Payment Statement will be printed. • Screen PCE99910 will be displayed and allow for reprinting payment statements.
9	On Screen PCE99910: • if payment statements print successfully, ENTER "N" • PRESS "Enter".	Screen ANK55010 will be displayed with: • "You have requested a change resulting in an amount less than the original payment amount. A receivable is being established for the difference. Press ENTER to begin the Common Receivable System processing." • "**Do not cancel this job. Complete processing and contact your State Specialist or National Help Desk if additional assistance is needed** ".
10	On Screen ANK55010, PRESS "Enter".	Screen AQK15201 will be displayed and show basis of debt correction code "10412".

4   Decreasing DMLA Payment Production and Creating Receivable (Continued)

A
Decreasing
DMLA
Production
(Continued)

Step	Action	Result
11	On Screen AQK15201, ENTER: • basis of debt code, using correction code "10412" according to 67-FI • basis of debt text. PRESS "Enter".	Screen AQKPRT01 will be displayed for initial notification letters and allow users to enter: • printer ID to be used • number of copies to print.
12	On Screen AQKPRT01, PRESS "Enter".	• Initial Debt Notification Letter will be printed. • Screen AQK01401 will be displayed and ask if the notification letter printed successfully.
13	When notification letters print successfully: • ENTER "Y" on Screen AQK011401 • PRESS "Enter".	Screen AQKPRT01 will be displayed for receivable transaction verification reports and allow users to enter: • printer ID to be used • number of copies to print.
14	On Screen AQKPRT01, PRESS "Enter" to continue.	• Receivable Establishment Verification Report will be printed. • Screen AQKCFM01 will be displayed and ask if the report printed successfully.
15	When receivable reports print successfully: • ENTER "Y" on Screen AQKCFM01 • PRESS "Enter".	Screen ABK53005 will be displayed for transaction statements and allow users to enter: • printer number to be used • number of copies to print • postal bar code information.
16	On Screen ABK53005: • make applicable entries • PRESS "Enter".	• Producer Disbursement Statements will be printed. • Screen ABK53010 will be displayed and ask if the transaction statements printed successfully.
17	When disbursement statements print successfully: • ENTER "1" on Screen ABK53010 • PRESS "Enter".	DMLA Processing Menu PMA000 will be displayed.

5   Increasing DMLA Payment Production and Disbursing Additional Funds

**A
Increasing DMLA
Production**

To **increase** DMLA production for payments that have been issued, ENTER "5", "Recording DMLA Overpayments/Underpayments", and PRESS "Enter" on DMLA Menu PMA000. Screen PMA31000 will be displayed.

Follow this table to increase production and **disburse additional funds**.

Step	Action	Result
1	On Screen PMA31000: • ENTER the "DMLA Number" of the application for which the production is to be increased • PRESS "Enter".	Screen PMA31500 will be displayed.
2	On Screen PMA31500: • Select the desired producer "Seq Num" • PRESS "Enter".	Screen PMA31010 will be displayed.
3	On Screen PMA31010: • ENTER, as applicable, "Y" or "N" to the question, "Is this the correct producer?" • PRESS "Enter".	If the answer is: • "Y", Screen PMA61000 will be displayed and show the original applications: • Calendar Year • Production in Whole Pounds • "N", Screen PMA31000 will be redisplayed; go back to Step 1 .
4	On Screen PMA61000: • ENTER the **increased** production quantity in whole pounds • PRESS "Enter".	Screen PMA61000 will display the: • **increased** production in whole pounds • system-calculated eligible "Cwt."
5	On Screen PMA61000, PRESS "Enter".	PMA61005 will be displayed and: • show the **increased** production's payment summary, including: • Allowable Production in "Cwt." • Payment Rate • Recalculated Payment Amount • display the statement, "Press "Enter" to modify this DMLA application."

5   Increasing DMLA Payment Production and Disbursing Additional Funds (Continued)

**A
Increasing
DMLA
Production
(Continued)**

Step	Action	Result
6	On Screen PMA61005, PRESS "Enter".	Screen PMA12500 will be displayed and show each producer's share as a whole percentage.
7	On Screen PMA12500, PRESS "Enter".	Screen PMA69000 will be displayed with the statement, "This correction to the DMLA Application resulted in additional funds to the Producer(s). This action requires approval from WDC in order to complete this process. **Call 202-720-7901 and ask for George Stickels or Kim Graham for password issuance** ."
8	On Screen PMA69000: • ENTER the "current password" • PRESS "Enter" to continue.	PMA97000 will be displayed with the statement, "DMLA procedure to print forms and reports has started", and allow the user to ENTER: • printer ID to be used • number of copies to print.
9	On Screen PMA97000: • make applicable entries • PRESS "Enter".	• DMLA Payment Statement will be printed. • Screen PCE99910 will be displayed and allow for reprinting payment statements.
10	On Screen PCE99910: • if payment statements print successfully, ENTER "N" • PRESS "Enter" .	Screen ANK55020 will be displayed with: • "You have requested a change resulting in an additional payment." • "Press ENTER to begin payment processing." • "**Do not cancel this job. Complete processing and contact your State Specialist or National Help Desk if additional assistance is needed** ".
11	On Screen ANK55020, PRESS "Enter".	Payment processing will proceed according to NAM accounting flags set for: • claims • receivables • assignment/joint payment • direct deposit.